

Teaching Assistant (SEND)

Job Description

Normal place of work: Hazel Wood High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: Monday to Friday 8:15am – 15:15pm

The post is 32.5 hours per week term time plus 5 additional days to be worked during periods of school closure.

Responsible to: Assistant Headteacher

PURPOSE OF THE POST

- To work with class teachers to provide effective interventions in order to achieve the highest possible standards for pupils. To manage self and support staff and pupils' in ensuring stability and continuity for learning and behavioural development and academic progress. The post holder will also support the aims and objectives of Hazel Wood High School and under the direction of the Headteacher and Senior Staff, work with all pupils to support learning and so help remove barriers to learning.

MAIN DUTIES AND RESPONSIBILITIES

- Liaise with staff, professionals, and parents to support student engagement, progress and attendance.
- Work closely with the pastoral team to ensure any students on the graduate approach process are receiving the right support.
- Facilitate the exceptional progress and well-being of any individual or group of pupils; provide guidance and advice to students on educational and social matters.
- Support successful learning and participation in educational activities and assist individual students through mentoring, educational and pastoral support.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good working relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Support pupils with emotional and behavioural difficulties, social skills and promote integration with peer groups.
- Support individual students through intervention, mentoring and classroom support, manage a caseload and prepare resources.
- Promote inclusion and acceptance of all pupils.
- Communicate effectively with the class teacher/s to share students' learning.
- In liaison with the teacher, use strategies to support pupils to achieve learning goals.

- Assist the SENCO / teacher to devise suitable learning targets for the pupils in relation to their special educational needs.
- Undertake structured and agreed learning activities/learning programmes taking into consideration pupil learning styles. Adjust activities according to pupil responses/needs.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, recording achievements and progress and feeding back to the teacher.
- Assist the SENCO in ensuring progress for all students.
- Manage the behavioural and emotional needs of students, being available to respond to incidents as they occur.
- Monitor pupil responses to learning activities and accurately record pupil achievement/progress as directed.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's direction.
- Refer to and liaise with the various outside agencies that work with our young people.
- Support students throughout the day by fulfilling pastoral responsibilities.
- To be responsible for allocated administrative duties associated with specified students.
- Engage fully in the trusts appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the trust's goals and improvement plan.
- Attend meetings / training and carry out specific administrative tasks and duties.
- Support Exam Access Arrangements as and when required.
- To participate in the designated duty team and duty rotas.
- Provide first aid and support students with medical needs.
- Consistently implement all trust policies.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Communicate effectively to all members of the trust and the wider community on matters concerning pupil safety, behaviour and attendance.
- Carry out any other reasonable duties as requested by the Senior Leadership Team and Headteacher.

Teaching Assistant (SEND) Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
- Grade C / 4 or above in GCSE English and Mathematics. - Experience of working with young people.		Experience of working in a similar role.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE
- High expectations which motivate and challenge students. - Commitment to safeguarding. - Ability to always maintain confidentiality. - Ability to maintain accurate and up to date records. - Experienced in Microsoft Office packages, especially Excel, Outlook and Word. - Understanding of Safeguarding procedures. - Ability to receive and act on feedback. - Ability to work under pressure.		- Understanding of how children learn. - Use of data management system/s e.g. Arbor.
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
- Strong moral purpose and drive for improvement. - Motivated, enthusiastic, flexible. - Excellent interpersonal skills. - Desire to develop yourself. - Strong attention to detail.		